

## Information Needed for Non-CERT CE Approval

Please be sure to include the following four pieces of information when requesting approval for outside Continuing Education. Also, allow enough time for this info to be processed and reviewed.

An electronic or paper flyer announcing the training

Information regarding who is delivering the training (Like the Red Cross, American Heart Association, or name of organization)



Date, time, and location of the training

Who paid for the training and if it was accessible to the public

Once training is completed you must provide a copy of the sign-up sheet or some form of documentation stating you participated and successfully completed the training.

Optional: If training is approved and after you participate in the training, let us know if you think it would benefit other CERT members to participate